

SAMPLE PRIOR WRITTEN NOTICE

Date:

Name of parent(s):

Address of parent(s):

RE: Early Intervention Meeting

Child's Name:

This letter is to inform you that the following activity has been scheduled:

- ☐ **Initial Evaluation/Assessment** for the purpose of confirming eligibility for Early Intervention, gathering information for planning purposes, and answering your questions regarding your child's development.
- ☐ **Specific Evaluation** for the purpose of gathering more detailed information and answering your questions regarding a specific area of your child's development.
- ☐ **Initial/Annual Individualized Family Service Plan Meeting** to develop the plan that will guide the services and supports your child will receive.
- ☐ **Review of the Individualized Family Service Plan** to assess the progress your child is making and make any changes needed to the plan.
- ☐ **Transition meeting** for the purpose of planning appropriate services and supports when your child is discharged from Early Intervention.

This meeting is scheduled to take place on _____ (date)_____ at _____(time)_____

at _____(location/ address)_____

- ☐ **I understand my right to prior written notice, but wish to have the above activity occur on the following date:_____ . Parent/guardian signature:_____**

Your participation is very important to us. We encourage you to think about the information you would like to share with us and write down any questions or concerns you may have about your child's development and/or progress. Please see reverse side for information about your family's rights in Early Intervention.

If you need to cancel this appointment, please contact us immediately.

Please call _____(Service Coordinator name)_____ at _____(phone number)_____

We look forward to meeting with you soon,
EI Provider Name

Family Rights

Written Prior Notice

The Early Intervention Program must give you advance written information about any evaluations, services, or other actions affecting your child. Parents know their child best. The information you share with us will make sure that the evaluations and services are right for you. The paperwork assures that you get all the details before any activity takes place.

Use of Parent's Native Language or Preferred Mode of Communication

It is your right to thoroughly understand all activities and written records about your child. If you prefer another language or way of communicating we will get an interpreter if possible. The Early Intervention Program wants you to understand so that you can be an informed team member and decision-maker.

Parent Consent

The Early Intervention Program needs your permission to take any actions that affect your child. You will be asked to give your consent in writing before we evaluate or provide services. Be sure you completely understand the suggested activities. By being involved, you can help the early intervention program plan services that match your family's preferences and needs. The Early Intervention Program needs to explain what happens if you give your consent and if you do not give your consent.

Confidentiality and Release of Information

The Early Intervention Program values the information you and other service and health care providers have learned about your child. We will ask others for this information, but we need your permission in writing to do so. Just as the Early Intervention Program needs your permission to get your child's records from other providers, the records that the early intervention program will develop will not be shared with anyone unless you give your written permission.

Examine Records

You have the right to see anything in the Early Intervention record about your child and family. If you do not understand something in the record, it will be explained to you in a way you understand.

Accept or Decline Services without Jeopardy

Along with the other members of your child's Early Intervention team, you will consider which services can best help you accomplish the outcomes that you want for your child and family. You will be asked to give your consent for those services you want. You do not have to agree to all services recommended. You can say no to some services and still get the services that you do want. If you decide to try other services at a later date, you can give your consent then.

Mediation

If you and the Early Intervention team don't agree on plans or services, or if you have other complaints about your experience with the program, there are procedures for resolving your concerns. When informal ways of sharing your concerns don't work, you may submit a formal written complaint. Mediation will be offered as a voluntary first step. A trained, impartial mediator will facilitate problem solving between you and the Early Intervention Program. If you cannot reach an agreement that satisfies you both, you can have a due process hearing to resolve your complaint. Mediation will not slow down the hearing process.

Due Process Procedures

A due process hearing is a formal procedure that begins with a formal written complaint requesting a due process hearing. A knowledgeable and impartial person from outside the program hears and decides how to best resolve it.